



CITY OF PEABODY

HUMAN RESOURCES DEPARTMENT

CITY HALL, 24 LOWELL STREET, PEABODY, MA 01960

Phone: (978) 538-5722/5721

BETH BRENNAN O'DONNELL
Director of Human Resources

KAREN MEAGHER
Benefits Manager

CATHY TROMBLEY
Human Resources Aide

JOB POSTING

LIBRARY AIDE – WEST BRANCH LIBRARY

Job Title: Library Aide

Department: Library

Location: 603 Lowell Street / 82 Main Street, Peabody, MA 01960

Pay: \$12.00 per hour

Schedule: Part-time, averaging approximately 17 hours per week
Tuesday 9:00 AM – 5:00 PM; Thursday 5:00 PM – 9:00 PM;
Every 2nd Saturday 9:00 AM -2:30 PM
Rotating Sundays at the Main Branch Library, 1:00 PM – 5:00 PM seasonally

Summary of Job Duties:

Under the direction of the Senior Branch Librarian, the Library Aide provides customer service to library patrons including circulation and basic information services. The library aide performs clerical and organizational duties to support the programs and activities of the busy public library.

Qualifications:

Basic MS Office and general technology skills required. Excellent customer service skills required. Vision must be sufficient to meet job obligations and hearing must be sufficient for accuracy in phone communication and customer service skills. Excellent verbal and written communication skills required.

Posting Date: July 19, 2016

Qualified candidates please apply by submitting an application or resume and cover letter on or before July 29, 2016 at the City of Peabody Human Resources Office, City Hall, 24 Lowell Street, Peabody, MA 01960, or via email to ctrombley@peabody-ma.gov or via fax at 978-538-5982. The City of Peabody is an EOE.